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ABSTRACT

This handbook gives those who monitor food service sites a work knowledge of their duties and responsibilities as representatives of sponsors in the Summer Food Service Program (SFSP). The organizational structure of the SFSP and the training of monitors are reviewed. The responsibilities of visiting sites and checking site operations are discussed. A procedure for conducting a site review is delineated. The forms which must be completed by monitors and site personnel are described. Monitors are required to check meals at each site to see that the requirements for well-balanced and nutritious meals are being met. Those requirements are listed for each meal. Sample copies of two Monitor Site Review Forms and a Beneficiary Data Form are included. (BC)

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Summer Food Service Program for Children

1991 Monitor's Handbook

United States Department of Agriculture

Food and Nutrition Service

FNS-179

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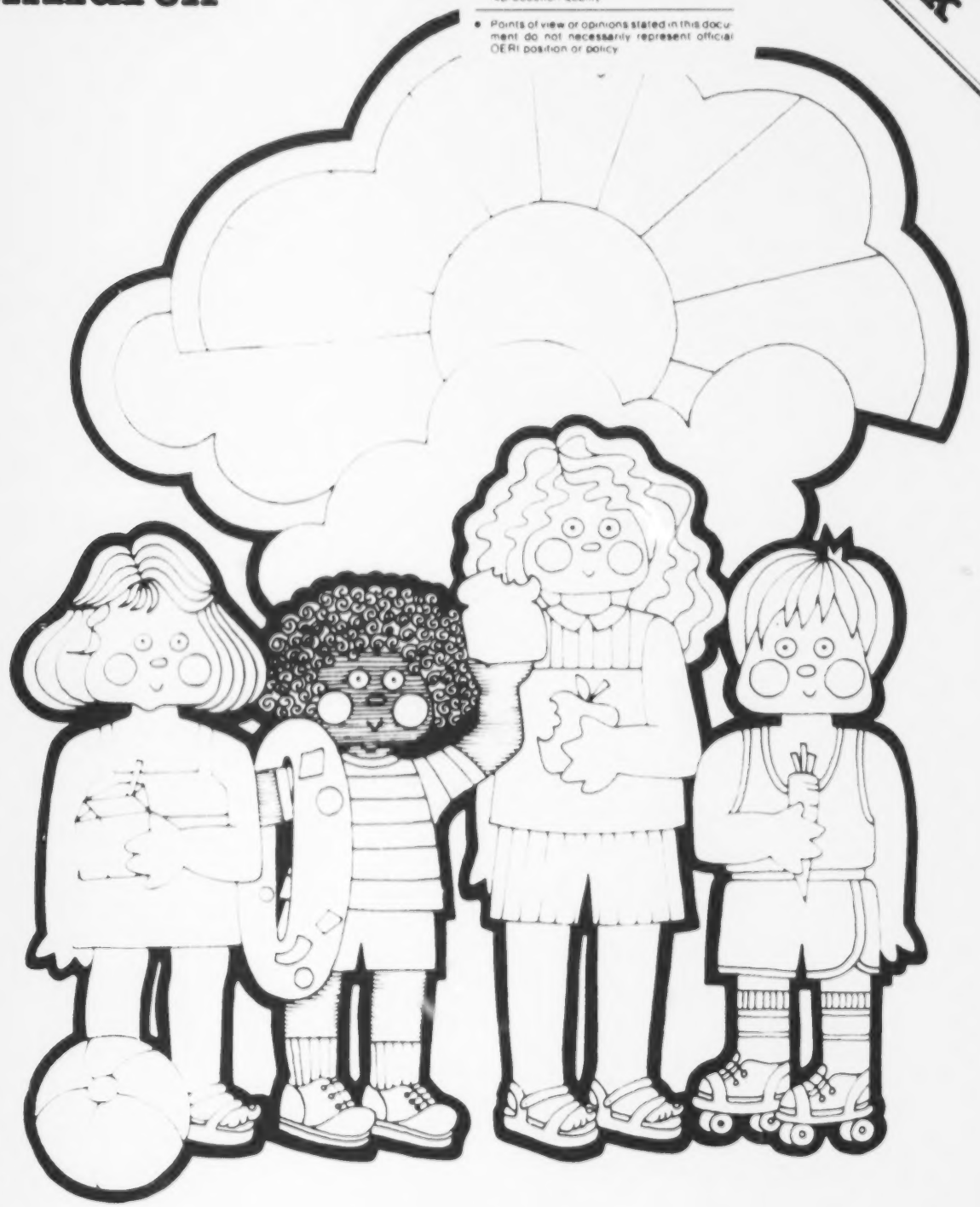

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The Summer Food Service Program for Children is available to all children without regard to race, color, national origin, sex, age, or handicap. Any person who believes he or she has been treated unfairly in receiving food services because of discrimination should write immediately to the Secretary of Agriculture, Washington, DC 20250.

Revised February 1991

INTRODUCTION

This handbook is designed to give you, as a monitor, a working knowledge of the Summer Food Service Program (SFSP), and your duties and responsibilities as the sponsor's representative.

The SFSP provides nutritious meals to children during vacation periods similar to those offered under the National School Lunch and School Breakfast Programs during the school year. Meals are provided to children 18 years of age or under, and to individuals over 18 who have been determined by the State to be mentally or physically handicapped. They are served at regular *open* or *enrolled* sites in areas where poor economic conditions exist, at sites for homeless children, at National Youth Sports Program (NYSP) sites, and at residential and nonresidential camps.

Organizational Structure

Meals are provided at no charge to all attending children at *open* sites located in areas where school records, census tract data, or data from other sources document that at least 50 percent of resident children are eligible for free or reduced-price school meals; at *enrolled* sites where 50 percent or more of enrolled children are individually determined eligible for free or reduced-price school meals; and at sites serving homeless children. Camps must document that each attending child whose meals are claimed for reimbursement is eligible for free or reduced-price school meals.

SFSP sites are operated by public or private nonprofit sponsors--school food authorities, colleges and universities in the NYSP, or residential summer camps; by units of local, municipal, county, or State government; and by private nonprofit organizations that meet certain legislated and regulatory criteria. The SFSP is administered within each State by the school food section of the State education agency, or by an alternate State agency, or by the appropriate regional office of the U.S. Department of Agriculture's Food and Nutrition Service.

Your SFSP monitor job is of particular importance. As the key link between your sponsor and the site personnel, you must make sure that the sites operate smoothly in accordance with program guidance and requirements. This direct link between your sponsor's office and the food service sites is essential to ensure that the program functions properly. As sponsor representative, you must develop and maintain open communications and cooperative relationships with site supervisors and staff, and make everyone aware that you will work with the site staff to help correct any problems and give additional training if necessary. Open communications with your supervisor are also essential so that the sponsor is aware of site problems and what is being done to resolve them, and so that you may receive additional guidance when necessary.

The sponsor will be financially responsible for any meals served incorrectly or served to ineligible people. This could mean a substantial loss of money to the sponsor if problems at the sites are not corrected. Your responsibilities as a monitor will differ depending on whether a food service management company (or vendor) delivers meals to the site or whether the sponsor prepares the meals. This handbook provides guidance for monitoring

programs where the vendor delivers meals to the sponsors' sites and for programs where sponsors prepare their own meals.

Training

Your sponsor is required to hold training sessions on program duties for monitors and other sponsor personnel. At the training session, monitor duties and responsibilities will be explained to you. You will receive the monitor review form and any other records you may need to keep, such as mileage records. During the training you will be told the general areas where the sites are located for which you will be responsible.

Your sponsor will train you on procedures for adjusting meal deliveries, reporting complaints to the vendor, and collecting site records. You will also be asked to attend the training session required for monitors and site supervisors. This meeting will introduce you to the site supervisors with whom you will be working directly. It will familiarize you with the specific duties of site supervisors.

MONITOR RESPONSIBILITIES

As a monitor, you are responsible for providing technical assistance and training, and ensuring that your sponsor's sites meet program regulations. Effective monitoring is necessary for many reasons. Monitoring ensures that sites operate according to program guidelines and that accurate site records are available to justify payment to the sponsor. But most importantly, monitoring ensures that children in the community are getting nutritious meals. To be an effective monitor, you will be required to spend enough time at each site to check all pertinent operations. Therefore, you must know the program requirements so you can spot problems at the sites quickly and recommend solutions.

As an official representative of the sponsor, you will be responsible for:

- Checking site operations to make sure that the sites maintain adequate records and that the program is operating in accordance with the requirements;
- Conducting site training as necessary, including training on the nondiscrimination policy;
- Visiting all assigned sites within the first week of operation to ensure that the food service is operating smoothly and that any needed adjustments are made or problems resolved;
- Reviewing food service operations of all assigned sites within the first 4 weeks of operation to thoroughly examine the meal service from start to finish, correcting problems and providing additional training where necessary;

- Revisiting sites as necessary to collect records or deliver forms;
- Preparing reports of your site visits and reviews and ensuring that copies of the reports are included in an official file for each site;
- Suggesting corrective action to the site supervisor for problems encountered;
- Informing sponsor officials about problems found at a site and ensuring that corrective action is completed.

Visits and Reviews

Site visits and reviews are vital functions of a sponsor's administration of the program. A site visit requires the monitor to make sure that the food service operates smoothly and that problems are immediately resolved. In some instances, monitors will be asked to visit food service sites before the program starts. When applying for this program a sponsor must certify that it visited all sites planning to conduct a food service. These visits must be made before the program begins at those sites, and monitors may be asked to conduct these visits. Each site must have the appropriate facilities for serving the anticipated number of children and must have the capability to conduct the proposed meal service. In making these visits, you will be asked to verify information listed on the site sheets, such as address; storage, holding and preparation facilities; and serving capacity. You will also want to record the date of each visit and the names of people you spoke with during these visits.

When conducting a site review, you should observe all of the meal service to determine if the site meets program requirements. During each review or visit, you should discuss any concerns or problems with the site supervisor or other site staff. You should also instruct the site supervisor to call the sponsor's office immediately when help is needed.

Review Procedures

Before reviewing the sites, you should be familiar with the site information sheets which include the meal delivery schedules (time of delivery, type of meal, and number of meals), and with cycle menus for each site. The site information sheets describe the staffing pattern, method of meal preparation, meal services and times, and, if applicable, the approved level of meal service at the sites. Your sponsor should explain which meal type(s) will be served at each site you will be reviewing. Sponsors of regular sites may be approved to serve up to two meals daily. (This does not apply either to sites where meals are served primarily to migrant children or to camps.) The two meals may include either lunch and a snack or lunch and breakfast. Camps and sponsors serving meals primarily to migrant children may be approved to serve up to four meals daily--breakfast, snack, lunch, and supper.

As the summer progresses, you should be familiar with the records submitted by the site with corrective action taken on any prior reviews or visits.

When conducting a review:

- Plan to arrive at the site before food is delivered or meals are prepared.
- Check to make sure that each site has at least one supervisory person who has been trained in program requirements. This person must be present during the meal service.
- Observe food delivery or meal preparation. Are meals handled according to local health codes? (For example, does the refrigerated truck operate at the correct temperature? Are meals delivered on time? If the sponsor prepares the meals, is the facility adequate for meal preparation?)
- For vended sites (sites that do not prepare their own meals, but have them delivered), count the number of meals delivered. Does the number delivered equal the number ordered? Does the delivery receipt show the correct number delivered? Are all meals complete? Are any items spoiled?
- Instruct the site supervisor to sign *only* for delivered meals that are complete and wholesome. The site supervisor should not accept poor or incomplete meals or meals that are wholly or partially spoiled.
- Compare number of meals delivered with daily attendance/participation records; observe trends and, when appropriate, advise sponsor and site supervisor to adjust meal order to prevent excessive leftovers or service of seconds in excess of two percent of firsts during the claiming period.
- Make sure the site supervisor signs only *accurate* delivery receipts, making corrections as necessary on the slip before signing or refusing to sign if an entire delivery is rejected.
- Compare a meal delivered or prepared with the cycle menu. Was the scheduled meal delivered or prepared that day?
- Observe the preparation of a meal if meals are not delivered. Are raw fruits and vegetables thoroughly washed before cooking and serving? Are hot and cold foods kept at the proper temperatures?
- Observe whether workers meet the health standards set by State and local authorities.
- Check receiving reports if meals are prepared by the sponsor.
- Check purchasing invoices if meals are prepared by the sponsor.
- Observe the meal service. Does meal service occur during the appropriate hours? Are children given complete meals? Is only one meal given to each child? Are

unauthorized adults served? Are all meals eaten at the site? Is a site worker counting the meals as they are being served?

- Check to see if there is a nondiscrimination poster, provided by the sponsor, displayed in a prominent place.
- Determine if meals are served to all attending children, regardless of the child's race, color, national origin, sex, age or handicap.
- Make sure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or handicap.
- Observe whether or not informational material in the appropriate translations is available concerning the availability and nutritional benefits of the program.
- Count the number of first meals served to children.
- Count the number of second meals (if any) served to children . When seconds are served, check to make sure that they are only served after all children have received their first meal. Determine if the number of seconds being served appears excessive.
- Count the number of ineligible meals served and note the reason. (Example: Incomplete meals served or meals served to adults.)
- Some sites you review may have been approved by the administering agency to serve a maximum level of meals at each meal service. Check to make sure that these sites do not claim meals in excess of the maximum number approved for each meal service.
- Review daily records kept by the site.
- Check plate waste (trash) for acceptability of menu items.
- Stay at the site until the meal service is complete. Are meals served after the 2-hour time limit for lunch and supper or 1-hour time limit for breakfast or snack?
- Are there many leftover meals? Are seconds recorded? Instruct the site supervisor to make adjustments in the meal order as necessary.
- Complete the monitor's review form. Record your arrival and departure time. Record all violations and any corrective action taken.
- Make corrections on site, if possible.
- Report problems to the sponsor.
- Schedule a revisit, if necessary.

Many people working at sites may not be familiar with operating food service programs or they may not be accustomed to maintaining records. During many reviews and visits, you will find it necessary to explain the importance of complying with program rules and show how operations can be improved. This type of ongoing training of site personnel is a basic responsibility of each monitor. You may decide that it is necessary to give new site workers additional training in program requirements. Again, it is important to document this training on your report.

Monitor Site Review Form

You must complete a monitor site review form after each review. This form includes your arrival and departure time, site supervisor's signature or the signature of the person you talked to, certification statement of violations found, corrective action taken, and time and number of meals served. These forms are required records for the sponsor.

You must thoroughly explain the specific nature and extent of any problems and the action to be taken to correct these problems. For example, you must record "19 meals were served without milk" and document the action the site supervisor agreed to take to correct the situation.

The forms included in this handbook are examples of monitor review forms. However, the administering agency may require that a different form be used. If the agency requires a different form to be used, it will provide the form to each sponsor.

Beneficiary Data Form

You must complete a beneficiary data form to report the racial/ethnic category of participating children at each site. This form must be completed at least once during the site's operation. You should determine a child's racial/ethnic category visually or, if necessary, consult a child's parents for identification *only* after you have explained to them, and they understand, that this information is collected strictly for statistical reporting requirements and has no effect on the determination of their eligibility to receive benefits under the program.

A child may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

A sample beneficiary data form is shown in the back of this handbook. However, your sponsor may provide a different form for your use.

Meal Service Administration

Experience has shown that monitoring the food service at sites is necessary to ensure good meal quality. Problems need to be solved quickly and routinely. As a monitor, you need to remind site supervisors often of their responsibility to promptly report changes in site attendance (up or down) to the sponsor. You may also need to explain to the site supervisor how to report attendance changes. If the administering agency has established

an approved level for sites, you should emphasize that your sponsor will not receive reimbursement for the meals that exceed the maximum approved level for each meal service.

Sometimes attendance drops during the summer at sites and the sponsor is not notified. When this happens, too many meals are delivered and both food and money are wasted. The site supervisor should guard against over-ordering and delivery of excessive meals. It is a serious violation. If a site is receiving too many meals, you should emphasize to the site supervisor the need to adjust the meal order *and* report that need to your sponsor, since excessive leftovers and seconds in excess of 2 percent of first meals are not reimbursed. You must know your sponsor's procedures for transferring, returning, or stopping the meal service. Make sure site personnel know that meals must be delivered within 1 hour before each meal service, if no refrigeration facilities are available at a site.

Site Activities

Know the activity schedule of each assigned site. If the site will not be open on a certain day, the sponsor must be alerted in advance so the vendor can be notified and meal deliveries can be cancelled. If the site is planning a field trip, the sponsor must notify the vendor and the administering agency, which must approve meal delivery to the place where the children will be that day. Sometimes sponsors experience problems because sites close earlier than originally scheduled. You, as the monitor, are responsible for keeping informed about the plans of each site supervisor. This way, you can make sure your sponsor is promptly notified if the site will close earlier than the date indicated on the site information sheet.

Daily Record Requirements

Sponsors will provide the sites with a daily record sheet. These records are very important. Sponsors will not receive money for the meals served at their sites if the sites do not keep these records. Site records must be accurate, and staff must complete them at the end of each meal. Monitors may be required to collect these records daily or weekly and return them to the sponsor's office. A frequent, uniform basis of collection is necessary to minimize the possibility of losing these records, since sponsors receive reimbursement for the meals they serve based on these daily records. These records must include:

- The number of meals delivered or prepared, listed by type (breakfast, snack, lunch, supper). This information must be supported by a signed delivery receipt in the case of vended programs. A designee of the sponsor at the site must verify the adequacy and number of meals delivered.

- The number of children in attendance.

- The number of first meals served to children, listed by type and based on actual count.

- The number of second meals (if any) served to children.

- The number of meals served to adults who work with the program (program adults) and nonprogram adults, if any.
- The amount of money, if any, received from adults.
- The number of hours that each paid food service employee worked on the food service, if applicable.

Daily Record Reviews

Review the daily records kept by the site. Check to make sure all forms are completed and signed. The information on the delivery receipts should match the information on the forms. Site staff should have a signed delivery receipt available to show the deliveries for all meals served. If the number of meals delivered is the same as those served each day, this may mean that no one is actually counting the number of meals served.

Accuracy of Records

You must remind site supervisors that complete and accurate daily records at the site level are the only way to document program performance and guarantee reimbursement. The sole basis for reporting the number of meals served is accurate daily records. These records account for all categories of meals served and are signed by the site supervisors.

Collection of Site Forms

If your responsibilities include collecting site forms and delivery receipts, be sure to keep collections on schedule. If records cannot be obtained from a particular site, this is a serious problem that your sponsor should know about immediately. Familiarize yourself with the forms to be used for this purpose. Since you will be assisting site supervisors in the proper use of these forms you must be thoroughly familiar with them.

SFSP MEAL PATTERN REQUIREMENTS

As a monitor, you will check meals at sites to see that meal patterns are being met. The SFSP meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. You must make sure that meals served at your site meet the meal pattern requirements listed on the following pages. Compare the patterns of the meals to be served at your site with these requirements and learn to recognize meal deficiencies.

BREAKFAST	**Minimum Amount**
Milk	1 cup
Fluid milk	(1/2 pint)
Vegetables and Fruits	
Vegetables and/or fruits or	1/2 cup
full-strength vegetable or fruit juice	1/2 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice)	
Bread and Bread Alternates	
Bread *(whole-grain or enriched)* or	1 slice
Bread alternates *(whole-grain or enriched)*:	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice, corn grits, or bulgur or	1/2 cup
(whole-grain, enriched, or fortified):	
cooked cereal or cereal grains or	1/2 cup
cold dry cereal	3/4 cup or 1 ounce (whichever is less)
(Or an equivalent quantity of a combination of bread or bread alternates)	

(Optional) Serve as often as possible:

Meat and Meat alternates	
Meat	1 ounce
Meat alternate	1/2 amount listed under ***LUNCH OR SUPPER***

SNACK (Supplemental Food)

Serve two food items selected from any two of the following four components:

	Minimum Amount
Milk	1 cup
Fluid milk	(1/2 pint)
Meat and Meat Alternates	
Lean meat or poultry or fish or	1 ounce (edible portion as served)
Meat alternates:	
cheese or	1 ounce
egg or	1 large
cooked dry beans or peas or	1/4 cup
peanut butter or other nut or seed butters or	2 tablespoons
nuts and/or seeds or	1 ounce
yogurt (plain, sweetened, or flavored)	4 ounces
(Or an equivalent quantity of any combination of meat or meat alternates)	
Vegetables and Fruits	
Vegetables and/or fruits or	3/4 cup
full-strength vegetable or fruit juice	3/4 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice)	
Juices cannot be served with milk.	
Bread and Bread Alternates	
Bread *(whole-grain or enriched)* or	1 slice
Bread alternates *(whole-grain or enriched)*:	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice, corn grits, or bulgur or	1/2 cup
(whole-grain, enriched, or fortified):	
cooked cereal or cereal grains or	1/2 cup
cold dry cereal	3/4 cup or 1 ounce (whichever is less)
(Or an equivalent quantity of a combination of bread or bread alternates)	

LUNCH OR SUPPER	Minimum Amount
Milk	
Fluid milk	1 cup (1/2 pint)
Meat and Meat Alternates	
Lean meat or poultry or fish or	2 ounces (edible portion as served)
Meat alternates:	
cheese or	2 ounces
egg or	1 large
cooked dry beans or peas	1/2 cup
peanut butter or other nut or seed butters or	4 tablespoons
nuts and/or seeds	1 ounce = 50%*
(Or an equivalent quantity of any combination of meat or meat alternates)	
Vegetables and Fruits	
Vegetables and/or fruits (2 or more selections for a total of 3/4 cup) or	3/4 cup
full-strength vegetable or fruit juice	3/4 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice) Juice may not be counted to meet more than 1/2 of this requirement.	
Bread and Bread Alternates	
Bread *(whole-grain or enriched)* or	1 slice
Bread alternates *(whole grain or enriched)*:	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice, corn grits, or bulgur	1/2 cup
(Or an equivalent quantity of a combination of bread or bread alternates)	

* No more than one-half of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement.

Note: The serving sizes of food specified in the meal patterns are minimum amounts. If the administering agency approves the sponsor to serve smaller portion sizes to children under 6 years old, the sponsor must meet the meal patterns specified in the Child and Adult Care Food Program (CACFP) regulations. You can obtain copies of these regulations from your State agency. Children over 6 years old may be served larger portions, but not less than the minimum requirements specified in the Summer Food Program regulations. Remember that the sponsor does *not* receive reimbursement for meals that do not meet the minimum program requirements.

Monitoring Meals

Study the meal patterns and learn to recognize deficiencies. Remember that each meal must contain all required components and that the quantity of each component must meet the minimum portion size. If meals are incomplete, if quantities are too small, or if the food is spoiled, children are not getting the nutritious meal for which the sponsor is paying the vendor. It is particularly important that children do not eat any food that is spoiled. Spoiled food, juice, or milk can make the children sick. Make sure site personnel do not serve any spoiled meals to children. If meals are delivered by a vendor, site supervisors should be recording any deficiencies on the delivery receipts and discussing any problems with you. You should immediately report any problems with deliveries or meals to your supervisor so that the vendor can be promptly notified.

Unitized Meals

All meals must be served as units. This means that every component of the meal must be served at the same time to the child. Sometimes site workers might want to split up a meal between several children or serve an incomplete meal to a child. However, whether the meal is prepared by a sponsor or delivered by a vendor, the complete meal must be served to each child as a unit. The nutritional value of the meal depends on serving all the components. Serving them separately is a serious violation. Your sponsor cannot receive reimbursement for incomplete meals served to children. The sponsor's reimbursement for meals depends on the recordkeeping system, which maintains records of complete meals served (as units) to children and adults.

When to Serve Meals

Three hours must pass between the beginning of one meal service (including snacks) and the beginning of another. If no snack is served between lunch and supper, supper must be served at least 4 hours after the beginning of the lunch service. In any case, staff must begin serving supper no later than 7 p.m. and end no later than 8 p.m. None of the above time restrictions applies if the site participates in the program as a camp.

Breakfast or snack service cannot last more than 1 hour, and lunch or supper service cannot last more than 2 hours. Meals must be served only during designated meal service times. These time restrictions apply to all sites participating in the program, including camps.

COMMENTS AND SUGGESTIONS

The sponsor will ask for your comments and suggestions at the end of the program. As a monitor, you should think about ways the program can be improved and include these in your recommendations.

MONITOR SITE REVIEW FORM (for Vended Programs)

Two copies of this form should be filled out. One should be left with the site supervisor and one turned in to the sponsor.

Monitor's arrival time_____ Departure time_____

Sponsor_____ Name of site_____

Date of review_____ Address_____

Phone_____

Site supervisor_____

Name and title of person contacted at the site_____

Regular site_____ Camp site_____

	B	Sn(a.m.)	L	Sn(p.m.)	S
Approved level(s) of meal service	_____	_____	_____	_____	_____

Attendance on day of visit_____

Number eligible for free and reduced-price meals (camp only) _____

Type(s) of meal service reviewed_____

	TYPE OF MEAL				
DAY OF VISIT:	**B**	**Sn(a.m.)**	**L**	**Sn(p.m.)**	**S**
# of meals delivered	_____	_____	_____	_____	_____
Times meals delivered	_____	_____	_____	_____	_____
Times meals served	_____	_____	_____	_____	_____
# of meals served as firsts to children	_____	_____	_____	_____	_____
# of meals served as seconds to children	_____	_____	_____	_____	_____
# of meals served to nonprogram adults	_____	_____	_____	_____	_____
# of meals left over	_____	_____	_____	_____	_____

MAJOR VIOLATIONS

	ACTUAL COUNT	TYPE OF MEAL
1. Adult meals included in count of meals served to children.	_____	_____
2. Offsite consumption (children)	_____	_____
3. More than one meal served at one time to children	_____	_____
4. Meal pattern not met (specify)	_____	_____
5. Meals not served as a unit	_____	_____
6. Meal times not met	_____	_____

CHECK AT RIGHT IF FOLLOWING APPLY
(Explain any checked items on the next page)

7. No records _____
8. Incomplete records _____
9. Poor sanitation _____
10. Other _____

	YES	NO	
1.	___	___	Does staffing pattern correspond to that listed on approved site sheet?
2.	___	___	Has site supervisor attended training session?
3.	___	___	Does site supervisor use site handbook?
4.	___	___	Does site have sufficient food service supervisors?
5.	___	___	Are meals counted before signing delivery receipt?
6.	___	___	Are meal counts taken of meals served?

	YES	NO	
7.	___	___	Do meals meet approved menu?
8.	___	___	Do meals meet meal pattern requirements?
9.	___	___	Are meals checked for quality?
10.	___	___	Is there proper sanitation/storage?
11.	___	___	Are more meals served as seconds than the 2-percent limit?
12.	___	___	Is site supervisor following procedures established to make meal order adjustments?
13.	___	___	Are meals served within approved time frames?
14.	___	___	Does site have a place to serve children meals in case of inclement weather?
15.	___	___	Is each meal served as a unit?
16.	___	___	Is the meal delivery schedule followed?
17.	___	___	Are there provisions for storing or returning excess meals?
18.	___	___	Is there documentation of children eligible for free and reduced-price meals, if applicable?
19.	___	___	Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
20.	___	___	Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or handicap?
21.	___	___	Do all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or handicap?
22.	___	___	Is informational material concerning the availability and nutritional benefits of the program available in appropriate translations?

EXPLAIN ANY "NO" ANSWERS BELOW:

Corrective action discussed with (name and title) _____ _____

Corrective action taken:

Site supervisor's comments:

Further action needed by (date): _____

I certify that the above information is correct:

_____	_____
Monitor's signature	Site supervisor's signature
_____	_____
Date	Date
_____	_____
Sponsor representatives signature	Date reviewed by sponsor representative

MONITOR SITE REVIEW FORM (for Sponsor Meal Preparation)

Sponsor _____ Site _____

Site address _____

Date of review _____ Phone _____

Monitor's arrival time _____ Departure time _____

Site supervisor _____

Name and title of person contacted at the site _____

Regular site _____ Camp site _____

Approved average daily participation (ADP) (if applicable) _____

Attendance on day of visit _____

Type(s) of meal service reviewed _____

Day of visit	Breakfast	Snack	Lunch	Snack	Supper
# meals prepared					
Time meals were served					
# first meals served to children					
# meals served as seconds					
# meals served to program adults					
# meals served to nonprogram adults					

Food Item	Quantity used in preparation	Allowable servings per unit	*Number of servings:* total available	total needed	short/over

YES	NO	
___	___	Are meals served as a unit?
___	___	Do meals meet menu as planned?
___	___	Are all requirements met?
___	___	Are all children fed onsite?
___	___	Are meals planned and prepared with one meal per child in mind?
___	___	Is the ratio of meals served as seconds to meals served first excessive?
___	___	Are accurate counts taken of meals served?
___	___	Are meal production records kept?
___	___	Is required health department certification available for inspection?
___	___	Is an inventory record being kept?
___	___	Are receiving reports and purchase invoices kept?
___	___	Does staffing pattern correspond to that listed on approved site application sheet?
___	___	Has site supervisor attended training session?
___	___	Are program aids being used?
___	___	Are records of adult meals kept?
___	___	Is there documentation of children eligible for free and reduced-price meals if applicable?
___	___	Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
___	___	Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or handicap?
___	___	Do all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or handicap?

Corrective action discussed with (name and title) _____

Corrective action taken:

Site supervisor's comments:

Further action needed by (date): _____

I certify that the above information is correct:

_____	_____
Monitor's signature	Site supervisor's signature
_____	_____
Date	Date
_____	_____
Sponsor representative's signature	Date reviewed by sponsor representative

BENEFICIARY DATA FORM

Sponsor _____

Site _____

Address _____

Site Supervisor _____

Racial/Ethnic Category	Number of Participating Children
Alaskan Native or Native American (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition (includes Aleuts and Eskimos).	_____
Asian or Pacific Islander (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa).	_____
Black (not of Hispanic origin) (A person having origins in the black racial groups of Africa.)	_____
Hispanic (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)	_____
White (not of Hispanic origin) (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.)	_____
Other (please explain)	_____

_____ _____

Monitor's signature Date